

# **Fall 2015 WDE684 Teacher/Course/Student Collection Training**

**October 2, 2015**

**10:00am**

## Fall 2015 Student and Section File Changes

- Section File Changes
  - SCED Code update – Please be sure to double check all SCED codes.
- Student File Changes
  - StudentMigrant has been disabled.
    - Element will stay on csv file with no value
  - UnaccompaniedYouth has been added.
    - StudentHomeless = Y, then UnaccompaniedYouth must have a value.

## Fall 2015 Special Education File Changes

- The SPED File is required for the Fall 2015 WDE684
  - Report all student activity from the beginning of the 2015-16 school year thru Oct. 1, 2015.

## Fall 2015 Special Education File Changes

- Three affected reporting scenarios
  - Students who are expected to return but do not show up.
  - Students who exit the program during the summer.
  - Students who exit the program after the start of the school year but prior to October 1, 2015.

## Fall 2015 Special Education File Changes

- Students who are expected to return but do not show up
  - One way to report these students:
    - Districts can enter a SPED record with the identical information from the 2014-15 End-of-Year WDE684, with the ProgramExitDate of the last day of school and ProgramExitReason field populated.
  - Alternate way to report these students:
    - Districts can enter a SPED record that has a ProgramExitDate of the first day of school and ProgramExitReason field populated.
- Either SPED record must have an accompanying record in the Student File with StudentIDEA = 'Y'.
  - StudentExitDate (Student File) must be the same as ProgramExitDate (SPED File)

## Fall 2015 SpecialEducation File Changes

- Students who exit the program during the summer
  - One way to report these students:
    - Districts can enter a SPED record with the ProgramExitDate being the actual date the student left during the summer, and ProgramExitReason field populated.
    - ProgramExitDate cannot be prior to July 1, 2015.
  - Alternate way to report these students:
    - Districts can enter a SPED record that has a ProgramExitDate of the first day of school and ProgramExitReason field populated.
- Either SPED record must have an accompanying record in the Student File with StudentIDEA = 'Y'.
  - StudentExitDate (Student File) must be the same as ProgramExitDate (SPED File)

## Fall 2015 Special Education File Changes

- Students who exit the program after the first day of school and prior to October 1, 2015.
  - Use 280 exit code and start a new enrollment record with StudentIDEA = 'N', and an accompanying SPED record with exit information
  - Must have an accompanying SPED record with the same ProgramExitDate as the above record in the Student File.

## Fall 2015 Special Education File Changes

- All Student SPED activity from the beginning of the school year up to and including October 1, 2015 must be reported on the Fall WDE684.
  - SPED file is now cumulative – just like the Student and Section file.
  - Students who are active SPED students at the beginning of the school year but exit the program prior to October 1, 2015 must now be reported on the Fall WDE684
    - Districts do not have to “hold” that SPED file until the end of the year



## Identified Reporting Problem

- When a SPED student changes schools within the same District.
  - Reason R0516 and R0517 are warnings instead of errors
  - Double check all R0516 and R0517 warnings
    - Only instance where these are warnings

WISERID	HispanicEthnicity	HomeLanguage
StudentLastName	StudentIDEA	StudentConcurrentEnrollment
StudentFirstName	StudentELL	StudentHomeSchooled
StudentMiddleName	StudentELLMonitoring	StudentEntryDate
StudentGradeLevel	StudentSection504	StudentExitDate
StudentDateOfBirth	StudentTitle1	StudentExitType
StudentGender	StudentMigrant	StudentNationalScholarship
SchoolID	StudentImmigrant	StudentStateScholarship
DistrictID	CountryOfBirth	StateAssessmentSpecialForms
StudentNameSuffix	EducationYearsInUS	StateALTAssessment
AsianRace	StudentHomeless	
BlackRace	UnaccompaniedYouth	
IndianRace	HomelessNighttimeResidence	
PacificIslanderRace	StudentGiftedTalented	
WhiteRace	StudentLunch	

## **WISERID**

- **WISERID**
  - Required element
  - State assigned student record identifier
  - Must be 8 characters
- WISER ID will be verified against the State Registration System (SRS).

## StudentLastName

- StudentLastName
  - Required element
  - Student's legal last name
  - Up to 25 characters
- The Student's last name will be verified against the State Registration System (SRS).

## **StudentFirstName**

- StudentFirstName
  - Required element
  - Student's legal first name
  - Up to 25 characters
- The Student's first name will be verified against the State Registration System (SRS).

## StudentMiddleName

- StudentMiddleName
  - Optional element
  - Student's middle name
  - Up to 25 characters

## StudentGradeLevel

- StudentGradeLevel
  - Required element
  - Grade for which the student is enrolled at this school
  - Must be 2 characters
- For Adequate Yearly Progress (AYP) inclusion the grade reported must match the reported grade tested by the assessment vendor.

## StudentDateofBirth

- StudentDateofBirth
  - Required element
  - Student's date of birth
  - Must be 8 characters – YYYYMMDD
- Student Date of Birth will be verified against the State Registration System (SRS).



## StudentGender

- StudentGender
  - Required element
  - Student's gender
  - Must be 1 character – M or F
    - M – Male
    - F – Female
- Student Gender will be verified against the State Registration System (SRS).

## SchoolID

- SchoolID
  - Required element
- The WDE 7-digit ID for the school of the student's enrollment.

## DistrictID

- DistrictID
  - Required element
- The WDE 7-digit ID for the district of the student's enrollment.

## StudentNameSuffix

- StudentNameSuffix
  - Optional element
  - Student's generation identifier
    - Sr, Jr, III
  - Up to 8 characters

## **Ethnicity and Race Reporting Guidance**

Six fields are used to report a student's Race and Ethnicity:

HispanicEthnicity

AsianRace

BlackRace

IndianRace

PacificIslanderRace

WhiteRace

## Ethnicity and Race Reporting Guidance

- Organizations must ask respondent in a two-part question format.
  - The first question is about ethnicity.
    - Reported in the HispanicEthnicity data field.
  - The second question is about race.
    - Reported in the five race data fields.
- Valid values for all six fields are: Y or N (Y=Yes, N= No)

## Ethnicity and Race Reporting Guidance

- None of these fields can be left blank. If HispanicEthnicity = Y (Yes), at least one of the race data fields must also be Y (Yes).
- All race fields cannot be reported as N (No).
- More than one race can be reported for a student.

## Ethnicity and Race Reporting Guidance

- Federal Guidance:  
<http://www.ed.gov/policy/rschstat/guid/raceethnicity/index.html>
- Managing an Identity Crisis from the National Forum on Education Statistics:
- <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2008802>



## StudentIDEA

- StudentIDEA
  - Required element
  - Has the student been on, or is on, an active Individual Education Plan (IEP) under IDEA in the current school year? Yes or No.
  - Additional responses for IDEA
    - R – Refused, Student was eligible for an IEP but special education services were refused by the parent or legal guardian.
    - I – Ineligible, student was ineligible for IEP.

- StudentELL
- The definition of an ELL student is as follows:
  - Any student who:
    - 1. Is newly enrolled in the district or enrolled in the district after the state annual ELP assessment, ACCESS for ELLs, was given in the prior school year; and has been identified and evaluated by the district as being an Active ELL through the use of an ELP screening assessment; or
    - 2. Is returning to the district from the previous school year; and took the state’s annual ELP assessment in the prior school year and has not yet achieved the “proficiency” level.

## StudentELL

- StudentELL
  - Required element
- Is this student an English Language Learner? (Y) Yes, (N) No, or (R) Refused.
- A student who meets the above qualifications, but whose parent/guardian refuses services should be reported as “R”. The value “R” should only be used for students who have been identified as needing services; it should not be used for students who have not yet been evaluated.

## StudentELLMonitoring

- StudentELLMonitoring
  - Conditional element
  - Is this student in year 1 or year 2 ELL monitoring?
  - Must be 1 character – 1, 2
    - 1 – Former ELL student, Year 1 ELL monitoring
    - 2 – Former ELL student, Year 2 ELL monitoring
  - Once an ELL student has achieved the “proficiency” or “transitional” level on Wyoming’s English Language Assessment, they are required to be monitored for 2 years.

## StudentSection504

- StudentSection504
  - Required element
  - Is this student on a 504 Accommodation plan? When a specific accommodation is necessary for a student to have access to his or her regular education, such an accommodation may be documented on a separate Section 504 accommodation plan and/or the IEP.
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No

## StudentTitle1

- StudentTitle1
  - Required element
  - Is this student Title 1?
    - All students in a school-wide Title 1 school must be reported as StudentTitle1 = “Y”.
    - All Students in a school-wide Non-Title 1 school must be reported as StudentTitle1 = “N”.
    - Students in a Targeted Title1 school are reported according to the individual student’s Title 1 eligibility.
  - Must be 1 character – Y, N
    - Y – Yes
    - N – No

## StudentMigrant

- This field has been removed from the WDE684
- The field will still be part of the File Specification, but the WDE will just ignore the value.

## StudentImmigrant

- StudentImmigrant
  - Required element
  - Is this student an Immigrant? (Y), (N)
- To be counted as an immigrant a student must meet the following criteria:
  - 1. Student is age 3 through 21.
  - 2. Student was not born in any state within the United States (states include Puerto Rico and Washington D.C.).
  - 3. Student has not attended one or more schools in the United States for more than three full academic years.



## StudentImmigrant

- Criteria “3” is to be interpreted literally. If the student immigrated into any state within the United States, regardless of age of immigration into the country, they are to be reported as an Immigrant Student until they have attended three full years (cumulative) of school (grades K-12) in the US.
- Foreign Exchange students are considered immigrants.
- Children born overseas to U.S. military personnel are considered immigrants for the purposes of this collection.
- Determination of Immigrant status and ELL status are NOT RELATED. A student can be an immigrant student without need for ELL services, and conversely can require ELL services without having immigrated to the United States from another country.

## CountryOfBirth

- CountryOfBirth
  - Conditional Element – required if StudentImmigrant is “Y”
  - Report the country of the student’s birth.
  - Must be one of the ISO 3166-1 codes – 2 character code
  - [http://www.iso.org/iso/country\\_codes/iso\\_3166\\_code\\_lists.htm](http://www.iso.org/iso/country_codes/iso_3166_code_lists.htm)

## EducationYearsInUS

- EducationYearsInUS
  - Conditional Element – required is StudentImmigrant is “Y”
  - Report the number of education years this student has completed in the United States.
  - A year is defined as a school year – 175 days – as prescribed by W.S. 21-4-301, unless a district has an approved alternate school year in which case the alternate number of days will be used to determine a school year.
  - 1 digit
    - 0 – Less than 1 year;
    - 1 – 1 to less than 2 years,
    - 2 – 2 to less than 3 years,
    - 3 – 3 or more years

## StudentHomeless

- StudentHomeless
  - Required element
  - Is this student Homeless? If the enrollment spans the snapshot date, report the value the student had on the snapshot date.
  - Definition of “Homeless Children and Youth”, as defined by Title X-C, can be found in the WDE684 Guidebook.

## Unaccompanied Youth

- Unaccompanied Youth
  - Conditional element – required if StudentHomeless is “Y”
  - Must be 1 character – (Y)es, (N)o.
  - See [WDE684 Guidebook](#) for definitions

## HomelessNighttimeResidence

- HomelessNighttimeResidence
  - Conditional element – required if StudentHomeless is “Y”
  - 2 characters – CS, DS, FR, FH, RH, TS, NH, OD, OS
  - See [WDE684 Guidebook](#) for definitions

## StudentGiftedTalented

- StudentGiftedTalented
  - Required element
  - Is this student identified as gifted/talented according to you district's identification method?
  - Must be 1 character – Y, N

## StudentLunch

- StudentLunch
  - Required element
  - Student's lunch status
  - Must be 1 character – F, N, R, S, X
    - F – Free lunch eligible
    - N – Not eligible for free/reduced lunch
    - R – Reduced price lunch eligible
    - S – USDA Provision 2, 3, or Community Eligibility – school provides all students free lunch
    - X – School does not participate in the USDA school lunch program



## StudentConcurrentEnrollment

- StudentConcurrentEnrollment
  - Required element
  - Is the student concurrently enrolled in the reporting school?
  - Not the primary enrollment
- Only applies to concurrent K-12 enrollments
- Concurrent enrollment in the reporting district = 'Y'
- Primary enrollment within the reporting district = 'N'
- Dual/Concurrent Enrollment at a community college or the University of Wyoming = 'N'

## StudentConcurrentEnrollment

- If a student is enrolled at two schools within the reporting district, the boundary school should report “N” and the service school should report “Y”.
- For out-of-district placed students, the resident district will report “N”, and the service district will report “Y”.
- For public reporting and AYP determinations, a student will be counted at the school marked with StudentConcurrentEnrollment = “N”.

## StudentHomeSchooled

- StudentHomeSchooled
  - Required element
  - Is this student receiving their primary educational instruction in a home environment for reasons other than health and attending public school 50% or less of the school day?
  - Must be 1 character – Y, N
- Students participating in a Distance Education program should not be reported as Home Schooled.

## StudentEntryDate

- StudentEntryDate
  - Required element, must be 8 characters - YYYYMMDD
  - What is the most recent date this student enrolled in the school in the current school year?
- A new record (with a current StudentEntryDate) should be created when:
  - grade level changes
  - concurrent enrollment status changes
  - homeschool status changes
  - the student has a documented transfer to another school within the same district
  - the student has a break in school services
  - any change to Full-Time or Part-Time status

## StudentEntryDate (Cont'd)

- For changes to other fields, please do not create a new enrollment record. Report the value the student had on the snapshot date.
  - Snapshot is October 1<sup>st</sup>, 2014.

## StudentExitDate

- StudentExitDate
  - Conditional Element
- What is the date the student exited the school?
  - Date should be entered in the format: YYYYMMDD
- StudentExitDate and StudentExitType must both be provided or both be absent.

## StudentExitType

- StudentExitType
  - Conditional Element
- What is this student's Exit Type?
- Exit Type Codes can be found in the WDE684 Data Elements document, the WDE684 Guidebook, and the WISE Info Center of the Wyoming Education Fusion portal
- StudentExitDate and StudentExitType must both be provided or both be absent.

## StudentNationalScholarship

- StudentNationalScholarship
  - Conditional Element ; Y, N, blank
- Did the diploma recipient receive at least one scholarship that is defined to be:
  - applicable to any college AND
  - open to any student in the United States (eligibility is not based on geographic location)?
- This field is required if the StudentExitType is 108 (Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study) or 124 (Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study).



## StudentStateScholarship

- StudentStateScholarship
  - Conditional Element; Y, N, blank
- Did the diploma recipient receive at least one scholarship that is defined to be:
  - limited to a specific college or colleges OR
  - limited to graduates in a given district or in the State of Wyoming?
- This field is required if the StudentExitType is 108 (Graduated with a Wyoming "regular high school diploma" AND completed district defined college-bound course of study) or 124 (Graduated with a Wyoming "regular high school diploma" BUT WITHOUT having completed the district defined college-bound course of study).
- This includes all levels of the Hathaway Scholarship.

## StateAssessmentSpecialForms

- StateAssessmentSpecialForms
  - Conditional Element:
    - Does the student require Braille, Large Print, or Audio accommodation?
  - If “Y”, indicate which form is needed:
    - “B” – Braille,
    - “L” – Large Print,
    - “A” – Audio
  - If “N”, leave the space blank.

## StateALTAssessment

- StateALTAssessment
  - (Y) Yes, (N) No
  - Required Element:
    - This field will require that “Y” or “N” be marked for every student.
  - Does this student qualify for Alternate State Standards?
    - Students who qualify automatically qualify to take the PAWS-Alt assessment test.
    - NOTE: Misreporting this element could directly affect your districts Wyoming Graduation Index.
  - If StateALTAssessment is “Y” then StudentIDEA must also be “Y” and SpecialEducationAssessment in the SPED file must be “AA”.

## WDE684 Section File Elements

- LocalSectionID
- WISERID
- ProviderID
- LocalCourseId
- LocalCourseName
- MediumOfInstruction
- InstructionLevel
- Milestones
- MilestonesComplete
- WISEStaffID
- TeacherLastName
- TeacherFirstName
- TeacherMiddleName
- SchoolID
- DistrictID
- SectionEntryDate
- SectionExitDate

## LocalSectionID

- LocalSectionID
  - Required element
- What is the locally used identification number for this section?
  - This field can be up to 32 characters long.

## WISERID

- WISERID
  - Required element
- What is the WISER ID for the student taking the course?

## ProviderID

- ProviderID
  - Required element – 7 digits
  - What is the 7-digit state assigned school/institution ID for the school or institution providing the course?
  - Most of the time this is the same as SchoolID in the Student File and SchoolID in the Section File.
    - For Dual/Concurrent Enrollment courses with a college, this field will be the college providing the course.
    - This field is strictly for identifying Dual/Concurrent college providers.

## LocalCourseID

- LocalCourseID
  - Required element
- What is the locally used identification number for this course?
  - This field can be up to 38 characters long.



## LocalCourseName

- LocalCourseName
  - Required element
- What is the name of this course?
  - Up to 50 characters long

## MediumOfInstruction

- MediumOfInstruction
  - Required element – 2 characters
  - What is the media through which the teacher provides this course to the student, and through which they communicate regarding instructional matters?
    - TB, CI, FF, DE, CB, IS, IN
  - Traditional courses are FF – Face to Face instruction
  - Distance Education courses – DE or CI, and must also report Milestones
  - See [WDE684 Guidebook](#) for definitions.

## InstructionLevel

- InstructionLevel
  - Required element – 2 characters
  - What is the general nature and difficulty of this course?
    - RM, SE, BA, GE, HL, GT, IB, AP, CL, EL, HS
      - CL – used only to report Concurrent college enrollments
      - HS – used only to report Dual Enrollment college courses
  - See [WDE684 Guidebook](#) for full definitions.

## Milestones

- Milestones
  - Conditional element – required if MediumOfInstruction is DE or CI
    - 1-4 digits – number between 1 and 9999
  - What are the number of Milestones for this course?
  - Only report Milestones if MediumOfInstruction is DE or CI

## MilestonesComplete

- MilestonesComplete
  - Conditional element – required if MediumOfInstruction is DE or CI
    - 1-4 digits – number between 1 and 9999
  - What are the number of Milestones this student has completed for this course?
  - Only report MilestonesComplete if MediumOfInstruction is DE or CI

## WISEStaffID

- WISEStaffID
  - Required element
- What is the WISE Staff ID for the teacher of this section?
  - For Dual Enrollment college courses where the teacher is a college teacher, and therefore does not have a WISE Staff ID, use the students counselor's or the principle's ID.
  - Please do not use a teacher's ID, as that will inadvertently make that teacher accountable for a student which is not theirs.

## TeacherLastName

- TeacherLastName
  - Required element
- What is the legal last name for the teacher of this section?
  - Up to 25 characters

## TeacherFirstName

- TeacherFirstName
  - Required element
- What is the legal first name for the teacher of this section?
  - Up to 25 characters



## TeacherMiddleName

- TeacherMiddleName
  - Optional element
- What is the legal middle name for the teacher of this section?
  - Up to 25 characters

## SchoolID

- SchoolID
  - Required element
- What is the 7-digit ID for the school where this section is taught?

## DistrictID

- DistrictID
  - Required element
- What is the 7-digit ID for the district where this section is taught?

## SectionEntryDate

- SectionEntryDate
  - Required Element
- What is the date this section enrollment began?
  - Date should be entered in the format: YYYYMMDD

## SectionExitDate

- SectionExitDate
  - Optional Element
- What is the date this section enrollment ended?
  - Date should be entered in the format: YYYYMMDD

## WDE684 SPED File Elements

- WISERID
- StudentLastName
- StudentFirstName
- StudentDateOfInitialConsent
- StudentDateEvaluationComplete
- StudentDateOfInitialIEP
- StudentServiceStartDate
- ResidentSchoolID
- ServiceSchoolID
- StudentPrimaryDisability
- StudentAT
- StudentRelatedService1
- StudentRelatedService2
- StudentRelatedService3
- StudentRelatedService4
- StudentRelatedService5
- StudentSpecialEducation1
- StudentSpecialEducation2
- StudentSpecialEducation3
- StudentSpecialEducation4
- StudentESY
- StudentEnvironment
- SpecialEducationAssessment
- ProgramExitDate
- ProgramExitReason
- StudentOutOfStateTransfer

## WISERID

- WISERID
  - Required element
  - State assigned student record identifier
  - Must be 8 characters
- WISER ID will be verified against the Student File.

## StudentLastName

- StudentLastName
  - Required element
  - Student's legal last name
  - Up to 25 characters
- The Student's last name will be verified against the Student File.



## StudentFirstName

- StudentFirstName
  - Required element
  - Student's legal first name
  - Up to 25 characters
- The Student's first name will be verified against the Student File.

## StudentDateOfInitialConsent

- StudentDateOfInitialConsent
  - Optional element – the data will not be used
  - On what date was initial consent received for the student to be evaluated?
  - Date must be entered in the format YYYYMMDD

## StudentDateEvaluationComplete

- StudentDateEvaluationComplete
  - Optional element – the data will not be used
  - What date was the student determined to be a student with a disability and the educational needs are determined?
  - If StudentIDEA = “I” or “R”, then StudentDateEvaluationComplete is required
  - Date must be entered in the format YYYYMMDD

## StudentDateOfInitialIEP

- StudentDateOfInitialIEP
  - Optional element – the data will not be used
  - What date was the initial Individualized Educational Program meeting held?
  - If StudentDateEvaluationComplete is not blank and StudentIDEA = 'Y', then StudentDateOfInitialIEP is required
  - Date must be entered in format YYYYMMDD.

## StudentServiceStartDate

- StudentServiceStartDate
  - Required element
  - What date did the student begin receiving IEP services in this district?
  - Data must be enter in format YYYYMMDD

## ResidentSchoolID

- ResidentSchoolID
  - Required Element
  - What is the 7-digit ID for the school responsible for the student's IEP?
    - For students placed in residential settings, this the school where the parent/guardian resides or where the student would attend school if not placed in the residential setting.
    - For a student who is a ward of the state, the resident school would be the school the child was attending when the child was taken into Department of Family Services (DFS) custody.
  - Valid ResidentSchoolIDs can be found by contacting Shannon Cranmore, 307-777-6245, [shannon.cranmore@wyo.gov](mailto:shannon.cranmore@wyo.gov)

## ServiceSchoolID

- ServiceSchoolID
  - Required element for Fall WDE684
  - Conditional element for End-of-Year WDE684
  - What is the 7-digit ID for the school responsible for providing the services listed on the student's IEP?
  - The service school for a home school student would be either where the child comes to receive special education services or the school where the child would receive services if enrolled in the district.
  - Valid ServiceSchoolIDs can be found by contacting Shannon Cranmore, 307-777-6245, [shannon.cranmore@wyo.gov](mailto:shannon.cranmore@wyo.gov)

## StudentPrimaryDisability

- StudentPrimaryDisability
  - Required element for Fall WDE684
  - What is the student's primary disability?
  - The definition for each disability is available in the WDE684 Guidebook posted on the WISE Site at the following link:
    - <http://portals.edu.wyoming.gov/wise/>
  - Must be 2 characters – AT, BI, CD, DD, ED, HI, HL, LD, MU, OI, SL, and VI.



## StudentAT

- StudentAT
  - Required element
  - Does the student use Assistive Technology (AT) equipment or receive AT services?
  - For a definition of Assisstive Technology, see the WDE684 Guidebook at:
    - <http://portals.edu.wyoming.gov/wise/>

## StudentRelatedService1, 2, 3, 4, and 5

- StudentRelatedService 1, 2, 3, 4, and 5
  - Optional element
  - What related service(s), if any, are being provided to the student?
  - Must be 2 characters – AU, CS, EI, LS, MS, OM, OT, OY, PS, PT, RC, RE, SH, SN, SW, and TR
  - The definition for each related service is available in the WDE684 Guidebook posted on the WISE site at the following link
    - <http://portals.edu.wyoming.gov/wise/>
  - A Related Service field must be blank if previous Related Service fields are blank. StudentRelatedService2 cannot contain a value unless StudentRelatedService1 contains a value. Enter up to five (5) Related Service codes in order, without leaving blanks between fields.

## StudentSpecialEducation1, 2, 3, and 4

- StudentSpecialEducation 1, 2, 3, and 4
  - Optional element
  - What special education service(s), if any, are being provided to the student?
  - Must be 2 characters – IN, PE, SS, TT, and VE
  - The definition for each related service is available in the WDE684 Guidebook posted on the WISE site at the following link
    - <http://portals.edu.wyoming.gov/wise/>
  - A Special Education field must be blank if previous Special Education fields are blank. StudentSpecialEducation2 cannot contain a value unless StudentSpecialEducation1 contains a value. Enter up to five (4) Special Education codes in order, without leaving blanks between fields.

## StudentESY

- StudentESY
  - Required element
  - Is this student eligible for Extended School Year (ESY) services?
  - Must be 1 character – (Y) Yes, (N) No

## StudentEnvironment

- StudentEnvironment
  - Required element
  - What is the setting and circumstance in which the student is served. (e.g., the educational placement of the student.)
  - Must be 2 characters – CF, CP, HH, PH, PP, RE, RF, RR, SC, and SS
  - The definition for each Student Environment is available in the WDE684 Guidebook posted on the WISE site at the following link
    - <http://portals.edu.wyoming.gov/wise/>

## SpecialEducationAssessment

- SpecialEducationAssessment
  - Required element
  - What Special Education Assessment will this student need?
    - RO – Regular Assessment without Accommodations.
    - RA – Regular Assessment with Accommodations.
    - AA – Alternate Assessment
  - Note: When SpecialEducatioAssessment is “AA” then SpecialEducationAssessment in the the Student File must be “Y”.

## ProgramExitDate

- ProgramExitDate
  - Optional element
  - The date the student exited the Special Education program.
  - This value must be during the current school year unless the district is reporting a student who did not return from the previous school year.
  - Leave the value blank to signify that the student is still enrolled.

## ProgramExitReason

- ProgramExitReason
  - Optional Element – the data will not be used
  - The documented or assumed reason a student is no longer being served by a special education program.
  - Must be 2 characters – DE, DO, GC, GD, MA, NM, RP TO, and PE.
  - The definition for each disability is available in the WDE684 Guidebook posted on the WISE Site at the following link:
    - <http://portals.edu.wyoming.gov/wise/>



## StudentOutOfStateTransfer

- StudentOutOfStateTransfer
  - Required element
  - Did the student transfer to the district from a district outside of Wyoming during the 2015-16 school year?
  - Must be 1 character – (Y) Yes, (N) No

## Contact Information

- Special Education Questions:
  - Shannon Cranmore
  - 307-777-6245
  - [shannon.cranmore@wyo.gov](mailto:shannon.cranmore@wyo.gov)
- General WDE684 Collection Questions:
  - Brian Wuerth
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**QUESTIONS?**